

General Information 2006

Certification Information

The City of Rockville Department of Recreation and Parks strives to maintain the highest quality programs and professional standards. In conjunction with this goal, the camp program is certified under the State Department of Health and Mental Hygiene and undergoes an inspection each summer. As a result of this certification, there are specific policies and procedures the City must follow to comply with regulations:

- **Participant Medical Information Form**

This form will be mailed in the Camp Information Packet prior to the start of each camp session. Please be sure to complete and send with your child on the first day of camp. This form also includes important dismissal information.

- **Prescription/Non-prescription Meds**

If your child will be taking medication during camp time, specific medical forms must be completed prior to attending. The forms may either be downloaded at www.rockvillemd.gov or Call 240-314-8620. These forms must be signed by your physician.

- **Immunizations**

If your child is not currently attending a school in the State of Maryland, you must provide a copy of proper immunizations upon registration. Note: This will apply particularly to those entering kindergarten.

Age Requirement

Each camp is designed for campers in a particular age group. Participation in most programs is based on child's age as of September 1, 2006. Some camps require that children be the appropriate age at the start of the camp. Please refer to camp descriptions. **Note:** Every effort will be made to have children participate with their grade level peers. Call 240-314-8620 with any questions. Registration by Internet only can be accepted if child is appropriate age at time of registration. If your child does not meet age requirement by start of program, please register by fax, mail-in or in-person.

Locations

Specific camp locations may be changed due to facility availability. Most indoor locations are air-conditioned.

Holiday

Camp will not be held Tuesday, **July 4**. The fee has been prorated.

Rain Days/Red Zone Days

All camps are held rain, shine or red zone days. Outdoor camps may be moved indoors. On red zone days, outdoor programs provide low key activities, water breaks and rest periods. Most dismissal sites will remain as scheduled. Note: Call 240-314-5023 for updated recorded information.

Lunch



Campers must bring a lunch and drink. Healthy lunches and reusable containers are encouraged! No glass containers please. Campers are not permitted to purchase any food at the pool snack bar.

Note: Refrigeration is not available at most sites.

Swimming



Most campers attending two-week camps have Recreational Swim at the Municipal Swim Center on designated days. **Optional Swim Lessons** are available to campers registered in two week sessions of Explorers, Creative Crafts, Kid*Netic, and Soccer. Participants interested in swim lessons must register for optional swim lessons in addition to camps. **Note:** Campers in two week sessions of Kaleidoscope, KampArama, and Sports of All Sorts attend swim lessons (cost included in camp fee) along with recreational swim and supervised play, Tuesday through Thursday.

Camp Information Packet

Specific camp details, a schedule of a typical camp day and participant emergency / medical forms will be mailed to each registrant approximately ten days prior to the start of each camp session. Please be sure your child brings the necessary forms with him on the first day of each session (forms may be copied). Additional forms may be downloaded at www.rockvillemd.gov



**For Bus pick-up/
drop-off
see page 20**

Photos



The department reserves the right to photograph programs and participants for publicity purposes.

Satisfaction Guarantee:

The Department is committed to providing quality programs and facilities. If you are unhappy with a camp program, we want to know! We will suggest another program for your child to try, or if you prefer, we will give you a credit. That's our 'Customer Satisfaction Guarantee' to you.

Financial Assistance

Financial assistance for youth program fees through the Rockville Rotary Youth Recreation Fund is available to residents who live within the corporate boundaries of Rockville.

A participant must pay \$10 towards camps costing up to \$150. For any camps over \$150, participants pay \$10 plus the balance over \$150 (i.e., for \$200 camp, a recreation fund participant would pay \$60; \$10 fee plus \$50 balance). Financial assistance is limited to \$150 minimum per child for the camp season. **Note: Financial assistance must be applied for in person at the time of registration.**

ELIGIBILITY:

- A copy of the applicant's Medicaid Card
- A copy of the "Action Taken Notice" if the applicant is eligible for the Free or Reduced Lunch Program or
- Proof that the applicant is being cared for in a certified foster home.
- WIC Program Card

Are you a Resident?

City residents are those individuals residing within the City's corporate tax limits. Please verify your residency to avoid disappointment. Do not assume that a Rockville mailing address is within the city's corporate tax limits. Proof of residency may be requested via driver's license or water bill.

Transfer Request

Transfer requests from one camp to another are subject to space availability. All requests must be in writing. Registrations can not be transferred from one child to another.



Registration Information

REGISTRATION DATES

Jan. 31: Residents

Internet, mail-in, fax and drop-off registration begins. All registrations received before Jan. 31 will be processed beginning Jan.31

Feb. 13: Home School

Nonresidents whose children currently attend a school within the City's corporate tax limits may register beginning Feb. 13, by mail, fax or drop-off. Be sure to include a copy of your child's report card. Nonresident rates will apply.

Feb. 14: Nonresidents

Internet, mail-in, fax or drop-off registration begins. All nonresident registrations received before Feb. 14 will be processed beginning Feb. 14.

Registration Information

Complete the Camp Registration Form. A separate registration form is required for each child. Registration form may be duplicated. Separate payment is necessary for each family. Each registration is processed separately. There is no guarantee of placement together, though requests will be considered.

- Payment must be made in full upon registration. Do not send cash.
- To assist in placement, indicate second choice camps.
- If a camper is placed in a second choice camp, he/she will not be placed on a waiting list for any other camp during that same session.
- Registrations can not be transferred from one child to another.


All Rockville camps, including those emphasizing particular skills, are offered in a recreational setting. The emphasis is on fun, sportsmanship and safety. **Note: Some camps, such as Ballet and Gymnastics, are divided into skill levels and repeating sessions may be beneficial. However most camp sessions are repetitive and enrolling your child in the same camp for more than one session is discouraged.**

Inclusion Statement

Individuals with disabilities are encouraged to register and participate in Rockville Recreation programs. To adequately plan for a successful and rewarding experience, please contact our office at 240-314-8620 upon registration. Ample time is needed to secure supplementary services and aides. For additional Therapeutic program opportunities, please contact the Montgomery County Department of Recreation at 301-468-4540; TTY 240-777-6915.

Upon request, this publication will be made available in alternate formats; please contact the ADA Coordinator at 240-314-8100; TTY 240-314-8137.

Four Easy Ways To Register!

 - Most convenient method. Available 24 hours a day, 7 days a week.

1. Online: Go to www.rockvillemd.gov and click on 

2. Fax to:

- Rockville City Hall - 240-314-8659
- Rockville Municipal Swim Center - 240-314-8759
- Rockville Senior Center - 240-314-8809
- Croydon Creek Nature Center - 240-314-8779
- Lincoln Park Comm. Center - 240-314-8789
- Twinbrook Comm. Rec. Ctr. - 240-314-8839

3. Mail To:

- Rockville City Hall, Dept. of Rec. & Parks., 111 Maryland Ave., Rockville, MD 20850
- Rockville Municipal Swim Center, 355 Martins La., Rockville, MD 20850
- Rockville Senior Center, 1150 Carnation Dr., Rockville, MD 20850
- Croydon Creek Nature Center - 852 Avery Road, Rockville MD 20851
- Lincoln Park Comm. Center - 357 Frederick Ave., Rockville MD 20850
- Twinbrook Comm. Rec. Ctr. - 12920 Twinbrook Parkway, Rockville MD 20851

4. Drop off:

- City Hall, Swim Center, Senior Center, TCRC, LPCC & Croydon Creek Nature Center.
- Monday through Friday, 8:30 a.m. - 4:30 p.m.

Note: Due to the number of options associated with camp registration, phone registration is not available. We apologize for any inconvenience.

Camp	Dates	Reg. Deadline
Session 1	6/19-6/30	5/22
Session 2	7/3-7/14	6/5
Session 3	7/17-7/28	6/19
Session 4	7/31-8/4	7/3
Session 5	8/7-8/11	7/17
Session 6	8/14-8/18	7/24
Session 7	8/21-8/25	7/31

If the deadline has passed, call 240-314-8620 to check the status of the camp in which your child is interested. Late registrations are accepted if space is available. Note: A camp may be canceled due to insufficient enrollment. A decision will be made by the registration deadline at which time participants will be notified.

Camp Confirmation

Notification of camp status will be mailed within twelve (12) working days of registration for those registering via fax or mail-in.

Refund Policy

Refunds will be considered when a written request is received no later than two weeks prior to the start of each camp session and your space can be filled from a waiting list. You may choose either a full credit to be placed on your recreation account or a refund which is subject to a withdrawal fee of 20% of the program costs. No refunds will be made after a camp session has begun.

Waiting List

- If your desired camp is filled, you will be notified and placed on the waiting list and your payment will be returned.
- If you indicate a second choice, you will be placed there if that option is available and you will be notified of this via a confirmation letter.
- If you are placed in your second choice camp, your name will not be placed on a waiting list for the same session.
- We will make every effort to accommodate those on the waiting list. When and if an opening becomes available, we will go to the waiting list to fill the camp.





How to *Rock Enroll* Online

Online Camp registration begins
at 8:30 a.m. on January 31.



Rock Enroll is online registration for programs offered by the City of Rockville, and is available 24 hours a day.

In order to register online, you must have a Family Account set up in advance. To do this, go to www.rockvillemd.gov, click on 'RockEnroll Online Recreation Registration' (on the right). Scroll down to 'Online Registration Form' and complete the form.

Note: Instructions on how to retrieve your Family Account and Personal ID number will be e-mailed to you within 3-5 business days.

Once you receive these, you may register online. If you do not have a family account and personal ID number, you still may register via fax, mail or walk-in. For information about 4 Easy Ways to Register, page 19.



BUS PICK-UP/DROP-OFF POINTS



Transportation

Transportation is provided by MCPS buses. Buses pick up campers at designated City sites (see list) starting at 8:25 a.m., returning between 3:15-3:40 p.m. No specific times can be given. Bus pick-up/drop-off points are not staffed.

- Campers should arrive at their bus stop by 8:25 a.m., particularly on the first two days of each camp session. By the third day of a session, a more accurate time schedule will have been established for each bus stop.
- Campers are picked up at the designated bus stops in the morning and bused to Welsh Park. Campers then are reassigned, with the assistance of camp staff, to their specific camp bus, and transported or walked to camp. In the afternoon, this procedure is followed in reverse.

Bus Pick-Up/Drop Off Points

King Farm
Lakewood E.S.
Lincoln Park Comm. Center
Montrose Comm. Ctr./Park
Ritchie Park E.S.
Twinbrook Comm. Rec. Ctr.
Welsh Park*

**PLEASE WRITE BUS PICK-UP/
DROP-OFF POINT IN THE
DESIGNATED SPACE ON
EACH REGISTRATION FORM**

NOTE:

*Welsh Park is used as the hub for our transportation system. Children should not be dropped off at Welsh Park until 8:50 a.m. and should be picked up at 3:10 p.m.

Note: Every effort will be made to follow an established bus schedule; however, mechanical failures and traffic conditions may cause delays.

- Parents/guardians must meet their child at the bus stop in the afternoon. If your child is permitted to walk home alone, a written note must be given to the bus driver to verify this. Also it is important that parents communicate in writing with camp staff when their child's transportation arrangement changes.
- In order to reduce the amount of time campers are on the buses and to maximize efficiency of the camp transportation, the City will eliminate bus stops where there are fewer than five campers registered.
- Bus routes are subject to change at the start of each new camp session. This may change pick-up and drop off times.



City of Rockville

Child Care Positions

Department of Recreation & Parks
Licensed

- Preschool staff
- Group Leaders
- Substitute Staff
- Experience in child care and/or recreation is required.
- College transcripts or Child Care Administration staff evaluation is required with application.
- Salary dependent upon education and experience.



For available positions and application information, visit our website: www.rockvillemd.gov or apply in person at the Personnel Office, City of Rockville, 111 Maryland Avenue, Rockville MD 20850

E.O.E.

Summer In the City!



Summer Jobs Apply Now!

**Do something
worthwhile
with your summer!**

Get involved with Rockville's youth
and make a difference!

We are seeking creative and enthusiastic applicants for the **Summer 2006 Camp** and **Playground** programs. Come have a memorable summer teaching sports, games, outdoor activities and arts & crafts.

**Programs operate approximately 7 weeks,
approximately 33 hours per week**

ROCKVILLE MUNICIPAL SWIM CENTER

**A year-round complete
aquatic center located at
355 Martins Lane**

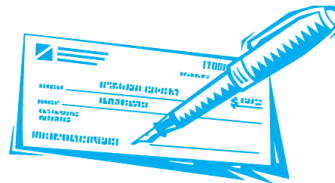
The Indoor Facilities include:

- Two pools; one with a gently sloping ramp
- At least 4 lap lanes available during recreational swim
- Two exercise rooms providing small and large weights, universal gym, "Life Fitness" machines and more
- 15-person whirlpool • men's and women's saunas
- Climate-controlled locker rooms

**For more information
call 240-314-8750.**

Give a "Gift of Fun and Joy" to a Child — Donate to the Youth Recreation Fund

The Youth Recreation Fund provides financial assistance to children who would not otherwise be able to participate in our program and activities. If you would like to contribute, you may send a check or "Add Up" on your registration form. Checks may be made out in any amount to the Rockville Youth Recreation Fund and mailed to the Rockville Department of Recreation and Parks, 111 Maryland Ave., Rockville, MD 20850.



**"Add Up"
for Easy
Giving**

A great way to contribute to the Youth Recreation Fund is to "Add Up" when you register. Simply round off your payment to the next easy denomination, and enter this additional amount on the Youth Recreation Fund donation line on your registration form.

Thanks to those who have generously contributed to the Youth Recreation Fund in the past and be assured that 100% of the funds collected are awarded in assistance.



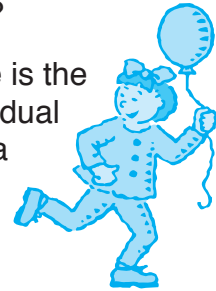
*Required information



Frequently Asked Questions

Q: My child will not be the correct age at the start of the camp session that I want to register him/her for, but will be by Sept. 1, 2006. May I register?

A: Yes, you may register your child for the program as long as he/she is the correct age by Sept. 1, 2006, the age deadline set by MCPS (see individual camp descriptions for details). NOTE: Registration can only be done via mail, fax or dropped off at city facilities.



Q: Are the City of Rockville camps certified?

A: The camp program operates under the stringent Day Camp Standards established in conjunction with the State of Maryland Department of Health & Mental Hygiene. Each summer, the camp program is inspected by the state.

Q: What about the camp staff who will be supervising my child?

A: Our camp staff is selected for their experience, enthusiasm, and desire and ability to work well with children. Staff training includes safety procedures, program planning and skills development, and techniques in working with children. Staff is certified in CPR and First Aid training. Reference and background checks, including fingerprinting, are also part of the hiring process.



Q: How can I access the bus transportation? How does it work?

A: When you register, indicate what bus stop you will be using. Be sure your child is at the stop by **8:25am**, especially the first few days of a session. Campers will be transported from the bus stops to Welsh Park, where, with the assistance of camp staff, they will be grouped by camp and transported or walked to their camp location. In the afternoon, the system is reversed. Campers are brought to Welsh Park, grouped by bus stop and transported to their neighborhood stop. Parents/guardians should be there to pick at approximately **3:15pm**. After the first few days, a more accurate time schedule will be established. Please note that bus stops are not staffed.

Q: Will I receive any information about the camp?

A: Approximately 10 days prior to your child's camp experience, you will receive a packet in the mail. It will include an outline of a typical day, what to bring (and not to bring!) to camp, dismissal information, important forms that must be completed and returned with your child on the first day and more. Note: The forms are also available at our website, www.rockvillemd.gov

